


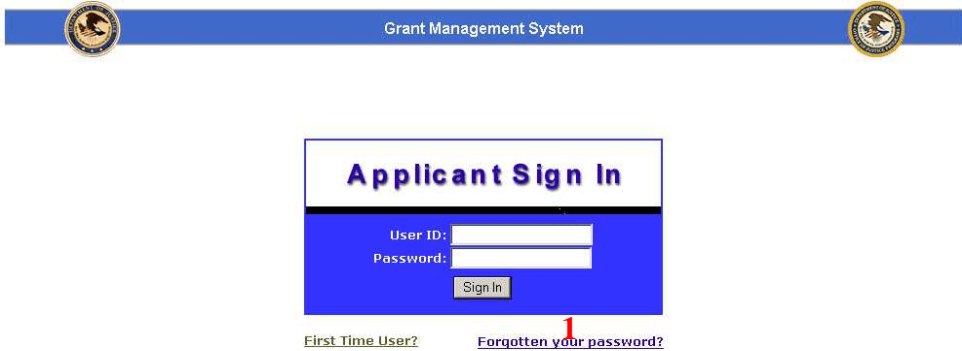
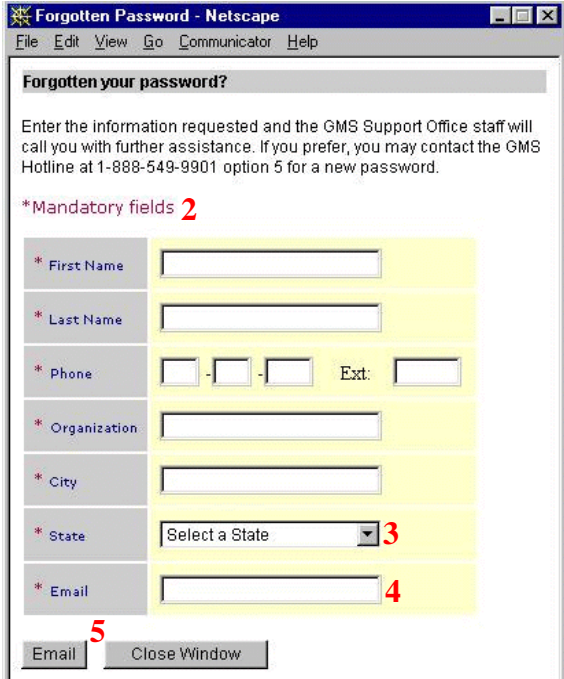
GMS – Applicant Procedures

Applicant - OJP Grants Management System Welcome Page (AP-1)

Description	Screen
<p>Welcome to the “Applicant Procedures (AP)” for the “OJP Grants Management System.” These Job Aids will guide you through the procedures for using the on-line grant system. If you have additional questions, please contact the Help Desk at 1-888-549-9901 or send an email to: ojp@ojp.usdoj.gov</p> <p>OJP Welcome Page</p> <p>1) Click on “New Applicants click here first” to view instructions to better assist you in navigating through the system.</p> <p>2) Click on “GMS Sign-In” to go to the “Applicant Sign In” page of the GMS, if you already have an account on the “Grants Management System.”</p> <p>3) Click on “New User? Register Here” to go to the “Registration Information” page. On this page you will create a user profile and open an account in the system. You can also reach the “Registration Information” page by clicking on the “First Time User” link on the “Applicant Sign In” page. See Job Aid AP-3 for help on the “Registration Information” page.</p> <p>4) Click on “LLEBG Sign-In” to sign in for the Local Law Enforcement Block Grants Program.</p> <p>5) Click on “SF269 Sign-In” to access the OJP Financial Reporting system</p> <p>6) Click on “Home” to load the OJP main home page.</p>	

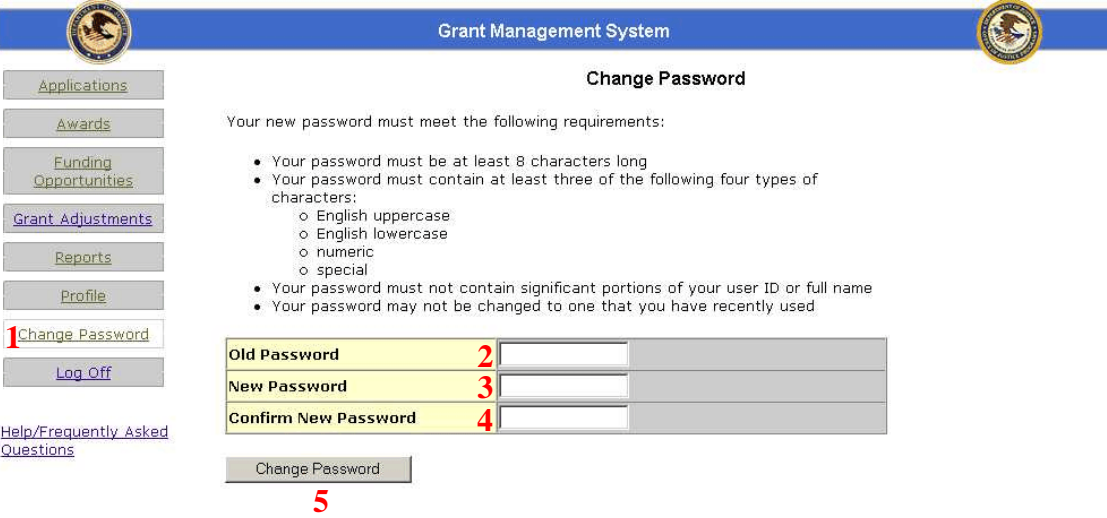
GMS – Applicant Procedures

Applicant - Forgotten Password (AP-20)

Description	Screen
<p>Forgotten Password Screen: use this screen to assist you if you have forgotten or misplaced your password.</p> <p>1) Click on the “Forgotten your password?” link at the bottom of the “Applicant Sign In” page. A new window will appear on the screen.</p> <p>2) Fill in the mandatory fields on the screen and the GMS Support Office will call you with further assistance. Or if you prefer, you may call the GMS Hotline at 1-888-549-9901.</p> <p>3) Select your State from the pull down menu.</p> <p>4) Enter your Email address as it appeared on your user registration.</p> <p>5) Click the “Email” button to send the information to GMS and the click “Close Window” to close the window. Wait for GMS to contact you via telephone with your password</p>	 <p><small>NOTICE TO USERS This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Justice, and law enforcement personnel, as well as authorized officials of other agencies. By using this system, the user consents to such interception, monitoring, recording, auditing, inspection, and disclosure at the discretion of authorized site or Department of Justice personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning. Privacy, Security and Disclaimers</small></p> 

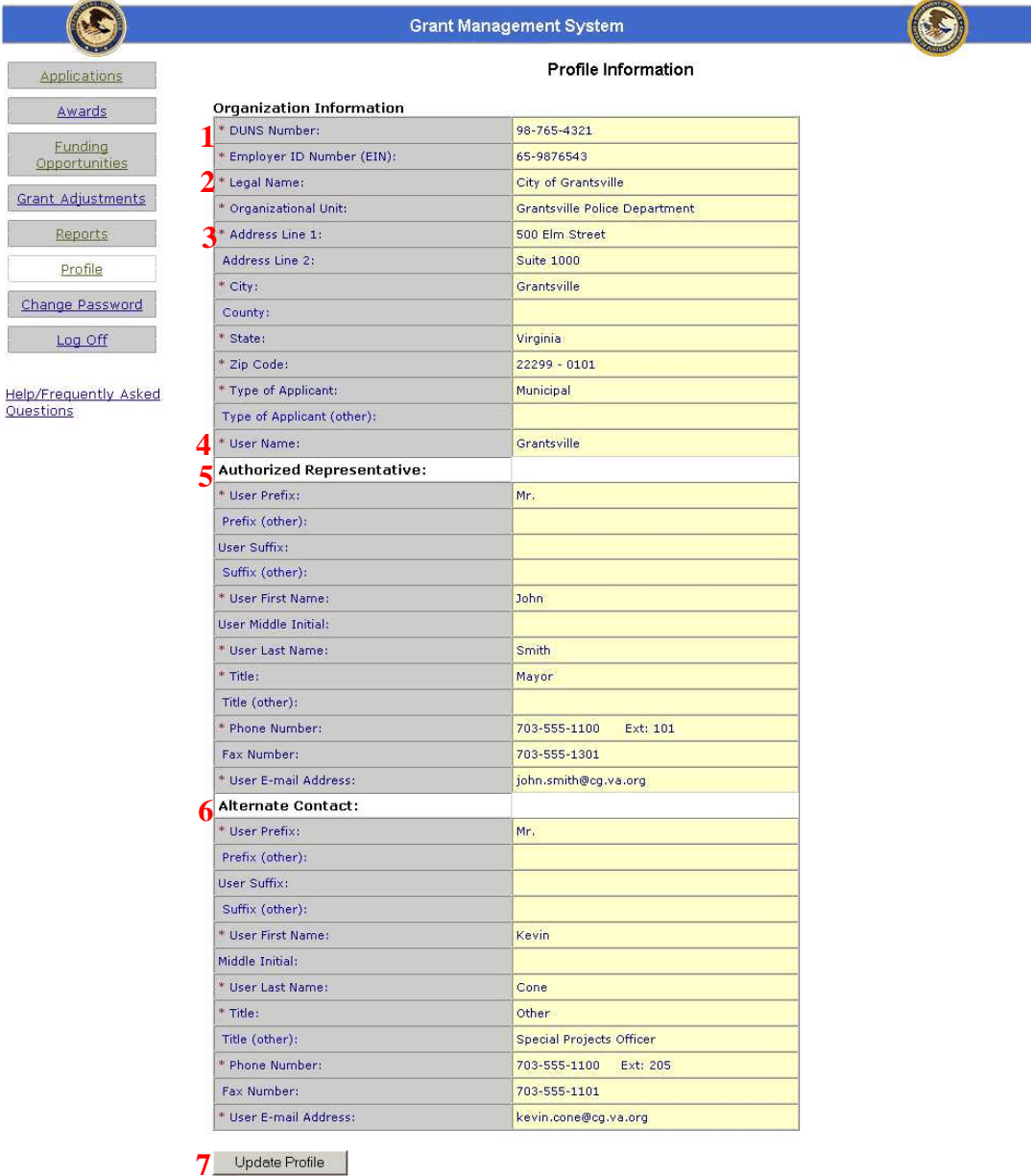
GMS – Applicant Procedures

Applicant - Main Screen Change Password (AP-19)

Description	Screen
<p>Change Password Screen: use this screen to change your password. Remember that the passwords are all case sensitive.</p> <p>1) Click on “Change Password” at the left of the screen.</p> <p>2) Enter your “Old Password.” (NOTE: the Password characters will appear on the screen as *s)</p> <p>3) Enter your “New Password.” (NOTE: the Password characters will appear on the screen as *s)</p> <p>4) Confirm your “New Password” by re-entering the Password. (NOTE: the Password characters will appear on the screen as *s)</p> <p>5) Click on “Change Password” to complete the process.</p>	 <p>Grant Management System</p> <p>Change Password</p> <p>Your new password must meet the following requirements:</p> <ul style="list-style-type: none"> Your password must be at least 8 characters long Your password must contain at least three of the following four types of characters: <ul style="list-style-type: none"> English uppercase English lowercase numeric special Your password must not contain significant portions of your user ID or full name Your password may not be changed to one that you have recently used <p>1 Change Password</p> <p>2 Old Password</p> <p>3 New Password</p> <p>4 Confirm New Password</p> <p>Change Password</p> <p>5</p>

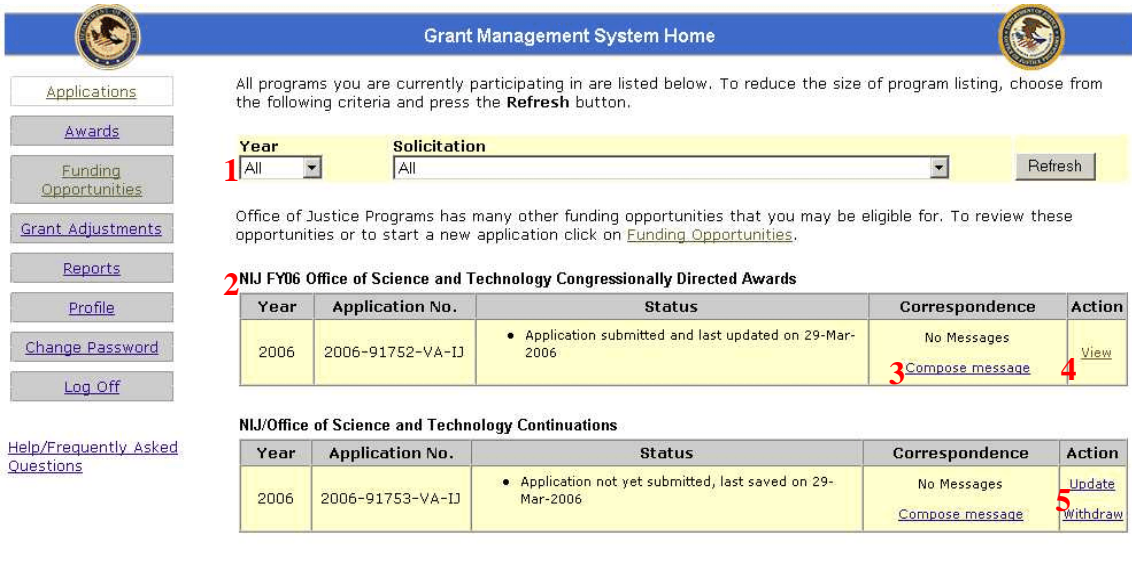
GMS – Applicant Procedures

Applicant - Main Screen Applicant Profile (AP-18)

Description	Screen
<p>Applicant Profile Screen: use this screen to review the information you entered about the applicant.</p> <p>1) Review the applicant’s Federal “Employer Identification Number (EIN) and DUNS Number.” If it is necessary to make changes click “Update Profile” at the bottom of the screen to make changes.</p> <p>2) Review the “Legal Name” of the applicant. If it is necessary to make changes click “Update Profile” at the bottom of the screen.</p> <p>3) Review the address information for the applicant. If it is necessary to make changes click “Update Profile” at the bottom of the screen.</p> <p>4) The “User Name” is the only field that can not be change on the “Profile Information “ screen.</p> <p>5) Review the Authorized Representative’s information starting with “User Prefix.” If it is necessary to make changes click “Update Profile” at the bottom of the screen.</p> <p>6) Review the Alternate Contact’s information starting with “User Prefix.” If it is necessary to make changes click “Update Profile” at the bottom of the screen.</p> <p>7) Click “Update Profile” to update any information in the applicant profile. You will be taken to a screen where modifications can be made. After the modifications are complete click “Update Profile” at the bottom of the screen.</p>	 <p>Profile Information</p> <p>Organization Information</p> <p>1 * DUNS Number: 98-765-4321</p> <p>* Employer ID Number (EIN): 65-9876543</p> <p>2 * Legal Name: City of Grantsville</p> <p>* Organizational Unit: Grantsville Police Department</p> <p>3 * Address Line 1: 500 Elm Street</p> <p>Address Line 2: Suite 1000</p> <p>* City: Grantsville</p> <p>County:</p> <p>* State: Virginia</p> <p>* Zip Code: 22299 - 0101</p> <p>* Type of Applicant: Municipal</p> <p>Type of Applicant (other):</p> <p>4 * User Name: Grantsville</p> <p>5 Authorized Representative:</p> <p>* User Prefix: Mr.</p> <p>Prefix (other):</p> <p>User Suffix:</p> <p>Suffix (other):</p> <p>* User First Name: John</p> <p>User Middle Initial:</p> <p>* User Last Name: Smith</p> <p>* Title: Mayor</p> <p>Title (other):</p> <p>* Phone Number: 703-555-1100 Ext: 101</p> <p>Fax Number: 703-555-1301</p> <p>* User E-mail Address: john.smith@cg.va.org</p> <p>6 Alternate Contact:</p> <p>* User Prefix: Mr.</p> <p>Prefix (other):</p> <p>User Suffix:</p> <p>Suffix (other):</p> <p>* User First Name: Kevin</p> <p>Middle Initial:</p> <p>* User Last Name: Cone</p> <p>* Title: Other</p> <p>Title (other): Special Projects Officer</p> <p>* Phone Number: 703-555-1100 Ext: 205</p> <p>Fax Number: 703-555-1101</p> <p>* User E-mail Address: kevin.cone@cg.va.org</p> <p>7 Update Profile</p>

GMS – Applicant Procedures

Applicant - Main Screen Status Return User (AP-17)

Description	Screen
<p>Return User Status Screen: use this screen to review the status of the programs you are currently participating in.</p> <p>1) Select the fiscal “Year” and the “Solicitation” that you want to review by using the pull down list. The system will default to “All” fiscal “Years” and “All” “Solicitations.” Click the “Refresh” button.</p> <p>2) The system will display all programs that match the criteria you selected above.</p> <p>3) Click “Compose message” on the specific application to send email to the Program Office. See Job Aid NIJ-16 for more information on sending email to the Program Office.</p> <p>4) Click on “View” button to view any submitted applications in the system.</p> <p>5) Click on the “Update” or “Withdraw” to modify or delete an application that has not been submitted. Click “Update” to review and make changes to this application. Click “Withdraw” to completely remove this specific application from the system. If an application has previously been submitted you will see a “View” link. Click “View” to review these applications.</p>	 <p>OMB Form 1123-0243, exp. 07/31/2007</p>

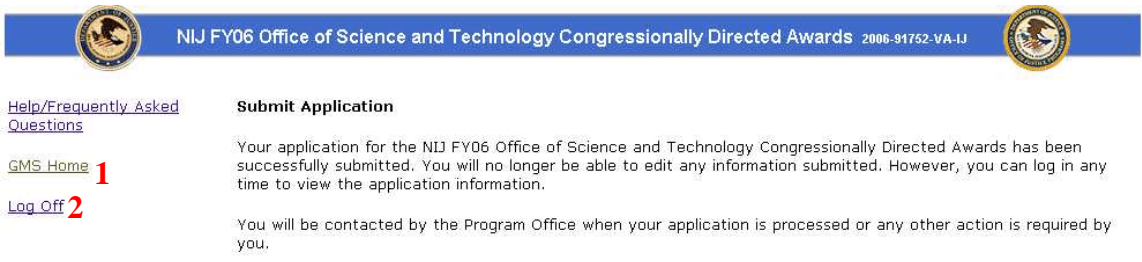
GMS – Applicant Procedures

Applicant - Application Handbook Correspondence (AP-16)

Description	Screen
<p>Correspondence Screen: use this screen to send and receive messages in the system to and from the Program Office. Any correspondences sent or received becomes part of the official grant file for this application.</p> <p>1) View the new correspondence from the Program Office by clicking “New Mail.” This is also the default opening screen.</p> <p>2) View correspondence you have previously sent to the Program Office by clicking “Sent Mail.”</p> <p>3) View old correspondence between the Program Office and yourself by clicking “Old Mail.”</p> <p>4) If you have received and messages in the system you can view “Date, Sender,” and “Subject” in this field.</p> <p>5) Send a message to your point of contact at the Program Office by clicking “Send a Message.” This will open a new frame to the right of the button. The addressee is already filled in for you. You may fill in anyone you wish to “cc:” in the line below it.</p> <p>6) If you would like additional people to receive this correspondence enter their email in this line. This includes any Program Office staff because the system does not send a email unless valid email address are entered in this line.</p> <p>7) Place the text of your original message in the field marked “Message.”</p> <p>8) Press “Send” to send the mail.</p>	
	<p>9) Press “Cancel” to cancel the process. The mail will not be sent, you will return to the original screen, and your mail message will not be saved.</p>

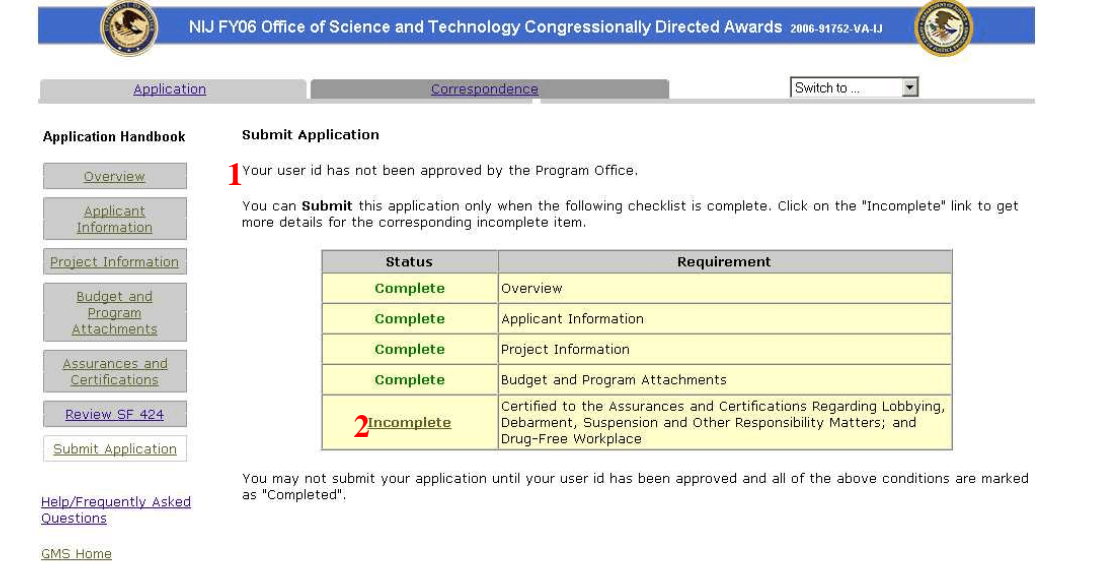
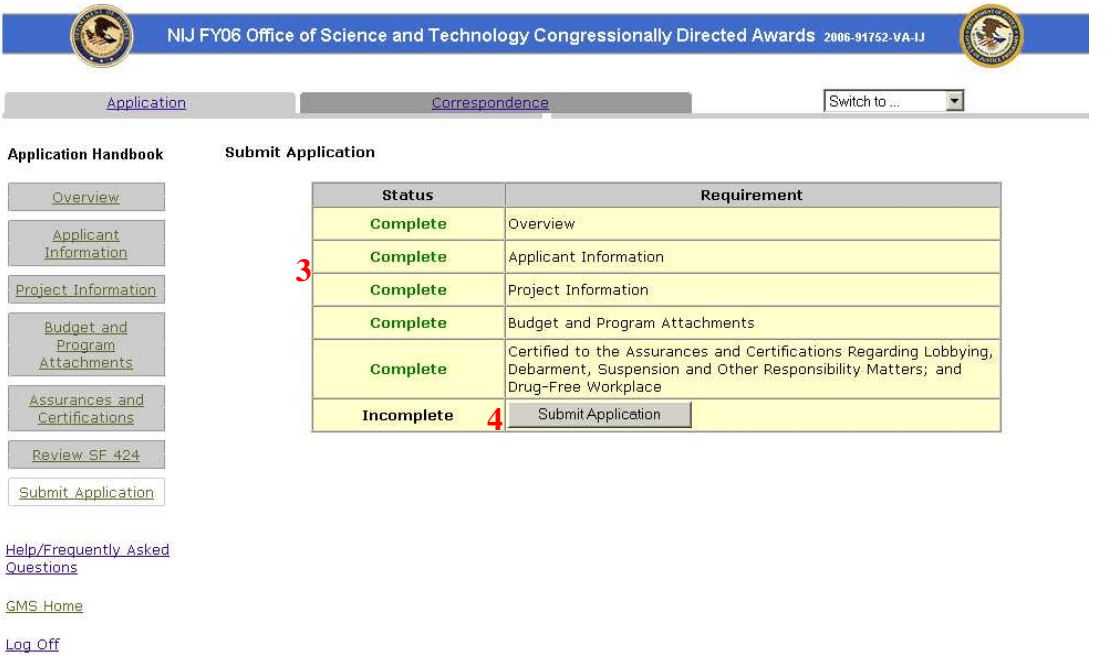
GMS – Applicant Procedures

Applicant - Application Handbook Application Submission Confirmation (AP-15)

Description	Screen
<p>Submission Confirmation Screen: this screen will confirm that your application has been successfully submitted in GMS. (NOTE: After the application has been submitted no changes or edits can be made to the application.)</p> <p>1) Click on the “GMS Home” link to return to the “Grants Management System Homepage.” The Homepage is the page you saw when you first entered the system.</p> <p>2) Click on the “Log Out” link to log off of the “Grants Management System.”</p>	

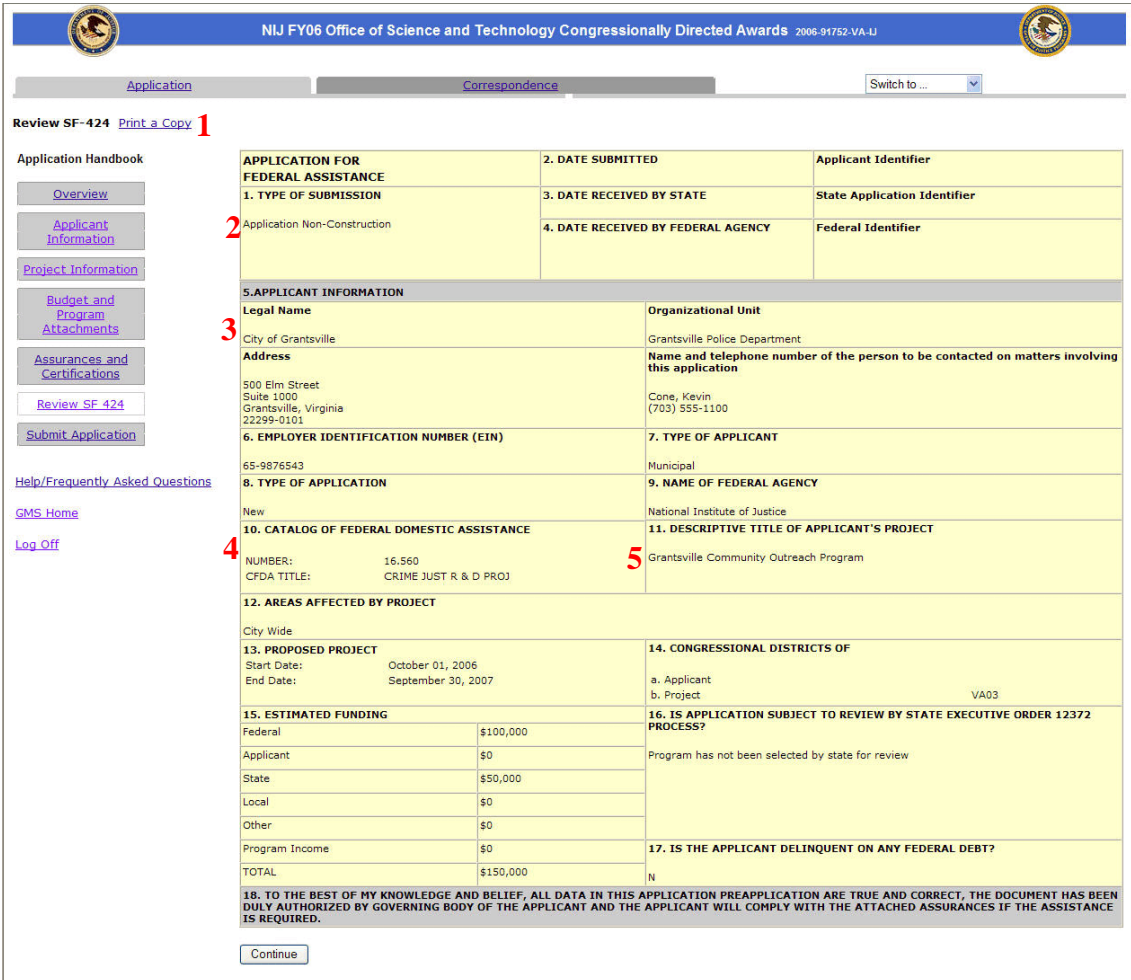
GMS – Applicant Procedures

Applicant - Application Handbook Submit Application (AP-14)

Description	Screen																										
<p>Submit Application Screen: use this screen to submit your application. (NOTE: All information must be fully complete and your “User Id” must be approved by the Program Office before the application can be submitted.)</p> <p>1) Review this field that comments on the completion of your application. In this example, the Program Manager at the Program Office has not approved you to submit a application under this solicitation. Your application will be saved but cannot be submitted until you are approved. You will be notified via email when your “User Id” has been approved.</p> <p>2) Notice that in this example that the Assurances and Certifications section is incomplete. You must complete all of required fields in the “Assurances and Certifications” section of the application. Click on the “Incomplete” link to return to the corresponding incomplete section. The system will provide you with more detailed information about the items that are incomplete.</p> <p>3) Verify that your “User Id” has been approved and the status of each requirement is complete. When this is done the “Submit Application” button will appear.</p> <p>4) Click “Submit Application” to complete the application process. This will allow the Program Office that posted the solicitation to view your application.</p>	 <p>The screenshot shows the 'Submit Application' screen. At the top, there's a header for 'NIJ FY06 Office of Science and Technology Congressionally Directed Awards 2006-91752-VA-IJ'. Below the header, there are tabs for 'Application' and 'Correspondence'. A message states: 'Your user id has not been approved by the Program Office.' Below this, a checklist table shows the status of various requirements. The 'Assurances and Certifications' requirement is marked as 'Incomplete' with a red '2' next to it. At the bottom, there are links for 'Help/Frequently Asked Questions', 'GMS Home', and 'Log Off'.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Requirement</th> </tr> </thead> <tbody> <tr> <td>Complete</td> <td>Overview</td> </tr> <tr> <td>Complete</td> <td>Applicant Information</td> </tr> <tr> <td>Complete</td> <td>Project Information</td> </tr> <tr> <td>Complete</td> <td>Budget and Program Attachments</td> </tr> <tr> <td>2 Incomplete</td> <td>Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace</td> </tr> </tbody> </table> <p>You may not submit your application until your user id has been approved and all of the above conditions are marked as "Completed".</p>  <p>The second screenshot shows the same 'Submit Application' screen, but now all requirements are marked as 'Complete'. The 'Submit Application' button is now visible and highlighted with a red '4' next to it. The 'Assurances and Certifications' requirement is now marked as 'Complete'.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Requirement</th> </tr> </thead> <tbody> <tr> <td>Complete</td> <td>Overview</td> </tr> <tr> <td>Complete</td> <td>Applicant Information</td> </tr> <tr> <td>Complete</td> <td>Project Information</td> </tr> <tr> <td>Complete</td> <td>Budget and Program Attachments</td> </tr> <tr> <td>Complete</td> <td>Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace</td> </tr> <tr> <td>Incomplete 4</td> <td>Submit Application</td> </tr> </tbody> </table>	Status	Requirement	Complete	Overview	Complete	Applicant Information	Complete	Project Information	Complete	Budget and Program Attachments	2 Incomplete	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace	Status	Requirement	Complete	Overview	Complete	Applicant Information	Complete	Project Information	Complete	Budget and Program Attachments	Complete	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace	Incomplete 4	Submit Application
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Incomplete 4	Submit Application																										

GMS – Applicant Procedures

Applicant - Application Handbook SF-424 Review (AP-13)


Description	Screen
<p>SF 424 Review Screen: use this screen to review the information you have supplied for the “SF-424” form. If there are areas that need correction or need to be updated, click the appropriate button on the left side of the screen.</p> <p>1) Click on the “Print a Copy” link to print a copy of the SF-424 for your records.</p> <p>2) Click on “Overview” link on the left side of the screen to correct inaccuracies about the “Type of Submission.”</p> <p>3) Click on “Applicant Information” to correct inaccuracies on your “Legal name, Organizational Unit, Address, and point-of-contact information.” The point-of-contact may be different from the authorizing official, and indicates the person with whom contact will be maintained.</p> <p>4) Click on “Project Information” to correct inaccuracies on your “Employer Identification Number, Type of Applicant, Type of Applications” and the “Name of Federal Agency” that you are applying for an award from.</p> <p>5) Click on “Project Information” to correct inaccuracies in the “Descriptive Title” for your project and the areas affected by the project.</p>	 <p>The screenshot displays the 'SF-424 Review' screen. At the top, there's a header for 'NIJ FY06 Office of Science and Technology Congressionally Directed Awards'. Below this, a navigation bar includes 'Application' and 'Correspondence' tabs. A 'Switch to...' dropdown is also present. The main content area is titled 'Review SF-424' and includes a 'Print a Copy' link (labeled 1). On the left, there's a sidebar with links: 'Application Handbook', 'Overview' (labeled 2), 'Applicant Information' (labeled 3), 'Project Information', 'Budget and Program Attachments', 'Assurances and Certifications', 'Review SF 424', and 'Submit Application'. Below these are links for 'Help/Frequently Asked Questions', 'GMS Home', and 'Log Off'. The main form area is divided into several sections: '1. TYPE OF SUBMISSION' (labeled 4) with 'Application Non-Construction', '2. DATE SUBMITTED', '3. DATE RECEIVED BY STATE', '4. DATE RECEIVED BY FEDERAL AGENCY', '5. APPLICANT INFORMATION' (labeled 3) with 'Legal Name' (City of Grantsville), 'Organizational Unit' (Grantsville Police Department), 'Address' (500 Elm Street, Suite 1000, Grantsville, Virginia 22299-0101), '6. EMPLOYER IDENTIFICATION NUMBER (EIN)' (65-9876543), '7. TYPE OF APPLICANT' (Municipal), '8. TYPE OF APPLICATION' (New), '9. NAME OF FEDERAL AGENCY' (National Institute of Justice), '10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE' (labeled 4) with 'NUMBER: 16.560' and 'CFDA TITLE: CRIME JUST R & D PROJ', '11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT' (Grantsville Community Outreach Program, labeled 5), '12. AREAS AFFECTED BY PROJECT' (City Wide), '13. PROPOSED PROJECT' with 'Start Date: October 01, 2006' and 'End Date: September 30, 2007', '14. CONGRESSIONAL DISTRICTS OF' (a. Applicant, b. Project, VA03), '15. ESTIMATED FUNDING' table (Federal: \$100,000, Applicant: \$0, State: \$50,000, Local: \$0, Other: \$0, Program Income: \$0, TOTAL: \$150,000), '16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?' (Program has not been selected by state for review), and '17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?' (N). At the bottom, there's a 'Continue' button and a disclaimer: '18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.'</p>

SF 424 Review Screen: use this screen to review the information you have supplied for the “SF-424” form. If there are areas that need correction or need to be updated, click the appropriate button on the left side of the screen.


6) Click on “**Project Information**” to modify the proposed project Start Date and End Date.

7) Click on “**Project Information**” to modify your funding request, and the answers to the questions: “Is application subject to review by State Executive Order 12372 Process?” and “Is the applicant delinquent on any federal debt?”

8) Click on “**Continue**” to save your work and to move forward in the process.



NIJ FY06 Office of Science and Technology Congressionally Directed Awards 2006-91752-VA-U



Application

Correspondence

Switch to ...

Review SF-424 [Print a Copy](#)

Application Handbook

[Overview](#)

[Applicant Information](#)

[Project Information](#)

[Budget and Program Attachments](#)

[Assurances and Certifications](#)

[Review SF 424](#)

[Submit Application](#)

[Help/Frequently Asked Questions](#)

[GMS Home](#)


[Log Off](#)

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE	State Application Identifier
Application Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name		Organizational Unit	
City of Grantsville		Grantsville Police Department	
Address		Name and telephone number of the person to be contacted on matters involving this application	
500 Elm Street Suite 1000 Grantsville, Virginia 22299-0101		Cone, Kevin (703) 555-1100	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)		7. TYPE OF APPLICANT	
65-9876543		Municipal	
8. TYPE OF APPLICATION		9. NAME OF FEDERAL AGENCY	
New		National Institute of Justice	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT	
NUMBER: 16.560 CFDA TITLE: CRIME JUST R & D PROJ		Grantsville Community Outreach Program	
12. AREAS AFFECTED BY PROJECT			
City Wide			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF	
Start Date: October 01, 2006 End Date: September 30, 2007		a. Applicant b. Project VA03	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$100,000	Program has not been selected by state for review	
Applicant	\$0		
State	\$50,000		
Local	\$0		
Other	\$0		
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
TOTAL	\$150,000	N	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.			
Continue			





8

GMS – Applicant Procedures

Applicant - Application Handbook Assurances and Certifications (AP-12)

Description	Screen
<p>Assurances and Certifications: use this screen to complete the required “Assurances and Certifications” for this application.</p> <p>1) Click on the “Assurances” link and a window with the assurance statement will appear. Read the document and Click “Accept” at the bottom of the window in order to confirm compliance of the project with Federal statutes, regulations and requirements. You must be authorized by your organization in order to click “Accept.”</p> <p>2) Click on the “Certifications Regarding Lobbying...” link and a window with the certifications will appear. Read the document and Click “Accept” at the bottom of the window in order to comply with the stated certifications. You must be authorized by your organization in order to click “Accept.”</p> <p>3) Read the following contact information for the organization’s Authorized Representative. The Authorized Representative is the person legally authorized to enter into agreements on behalf of your agency. Review the information in the following fields and change if necessary.</p> <p>4) Read the statement and check the box if the statement is correct. The individual checking this box must be the Authorized Representative or an individual delegated the authority by the organization.</p> <p>5) Click “Save and Continue” when you have reviewed the “Assurances and Certifications” and completed this screen.</p>	

Applicant - Application Handbook Budget and Program Attachments (AP-11)

Description	Screen
Budget and Program Attachments Screen: use this screen to attach the required documents to the application. If you have any questions about what documents are required for this application please reference the solicitation guidance or contact the program office that posted the funding opportunity.	
1) To attach file in GMS click on the “ Attach ” button.	
2) Type in the directory path for the file you wish to attach; or proceed to step five below.	
3) Click on “ Browse. ” A new window will open which will allow you to search for the file.	

Budget and Program Attachments Screen continued:

4) Locate the directory where you store the files that you will upload in the system.

5) Remember to sort in the drop down list marked **“File Type”** by **“All Files.”**

6) Select the appropriate file and click on **“Open.”**
The file selection window will close.

7) Notice that the attachment window will appear with the directory path to the selected file visible in the window marked **“Attach.”**

8) Click on **“Upload Your Document”** to upload your file in the system

The image displays two screenshots of the NIJ FY06 Office of Science and Technology Congressionally Directed Awards application system interface.

Top Screenshot: The interface shows the "Application Handbook" and "Budget and Program Attachments" sections. A file selection window is open, showing the "Look in:" directory as "Application Attachments". The file list includes "Budget Detail Worksheet.xls", "Program Narrative.doc", and "Three Year Project Timeline.doc". The "Files of type:" dropdown is set to "All Files (*.*)". The "Open" button is highlighted. The "Attachment Description" window is also visible, showing instructions for uploading files.

Bottom Screenshot: The interface shows the "Application Handbook" and "Budget and Program Attachments" sections. The "Attachment Description" window is open, showing instructions for uploading files. The "Attach" button is highlighted. The "Upload Your Document" button is also visible.

Budget and Program Attachments Screen continued:

9) A window will appear to let you know the file is being uploaded in the system.

The screenshot displays the 'Budget and Program Attachments' section of the application system. The left sidebar contains navigation links: Overview, Applicant Information, Project Information, Budget and Program Attachments (highlighted), Assurances and Certifications, Review SF 424, and Submit Application. The main content area includes instructions to upload the Budget Detail Worksheet, Program Narrative, and other attachments. A yellow banner prompts the user to click the 'Attach' button. A 'Processing' dialog box is overlaid, showing a progress bar and instructions to find the file, click 'Open', and then 'Upload Document'. The file path shown is 'C:\QJP\Training\Screen Shot'. The 'Attach' button is visible in the background.

NIJ FY06 Office of Science and Technology Congressionally Directed Awards 2006-91752-VA-1J

Application Handbook

Budget and Program Attachments

This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

Click on the Attach Button to upload an attachment

Attach

Continue

Processing

find your file. When Open button and then on the Upload Document button.

Tips for successful upload

Attach

here: C:\QJP\Training\Screen Shot

Browse...

Upload Your Document

Cancel

Tips for successful upload

GMS Home

Log Off

NIJ FY06 Office of Science and Technology Congressionally Directed Awards 2006-91752-VA-1J

Application Handbook

Budget and Program Attachments

This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

Click on the Attach Button to upload an attachment

Attach

Continue

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is Program Narrative.doc.


Close

10) The system will display a confirmation that file has been successfully uploaded. Click the “Close” button to continue.


Budget and Program Attachments Screen continued:

If you would like to continue upload documents in the system you can do this by following the exact same procedures previously described.

11) To move forward to the next section of the application process click the **“Continue”** button.



NIJ FY06 Office of Science and Technology Congressionally Directed Awards 2006-91752-VA-1J



Application

Correspondence

Switch to ...

Application Handbook

Overview

Applicant Information

Project Information

Budget and Program Attachments

Assurances and Certifications

Review SF 424

Submit Application

Budget and Program Attachments

This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

Program Narrative.doc

Delete

Click on the Attach Button to upload an attachment

Attach

Continue

11

Your files have been successfully attached, but the application has not been submitted to OJP. Please continue with your application.

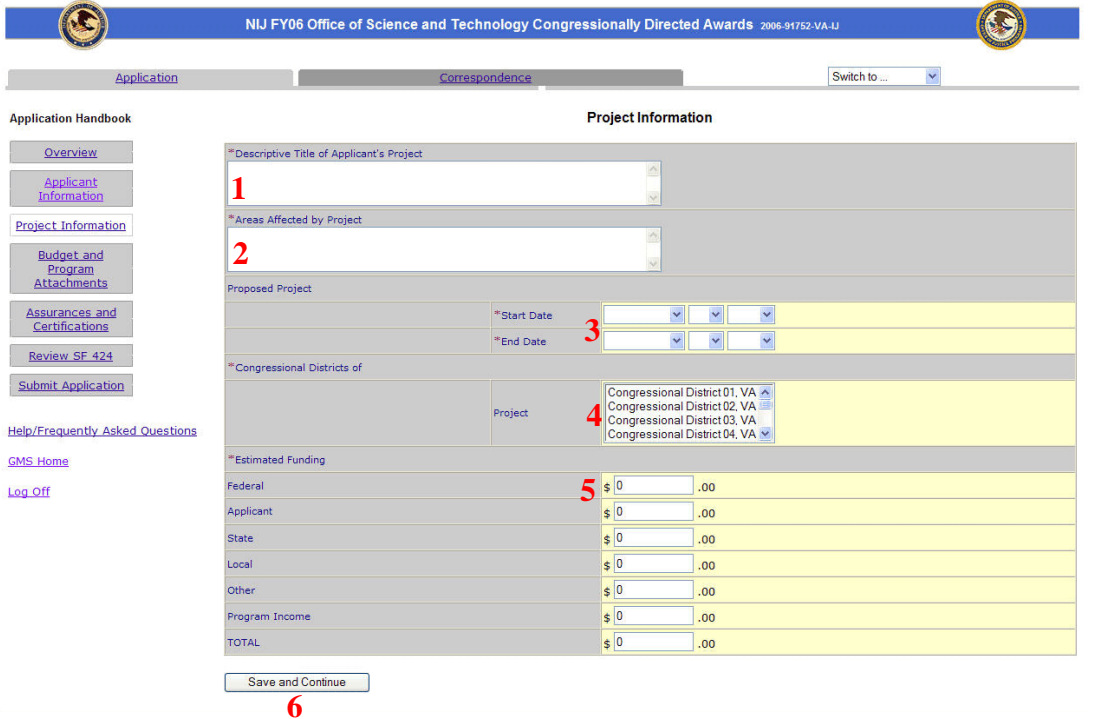
[Tips for successful upload](#)

[GMS Home](#)

[Log Off](#)


GMS – Applicant Procedures

Applicant - Application Handbook Project Information (AP-10)

Description	Screen
<p>Project Information Screen: use this screen to enter information about the proposed project.</p> <p>1) Enter the “Descriptive Title of Applicant’s Project.” The title describes the project, it should include: the title of the program as it appears in the solicitation, the name of the Federal agency responsible for the grant, your organization’s fiscal year, i.e. twelve month audit period.</p> <p>2) Enter the “Areas Affected by Project.” These include the geographic area(s) that will be impacted by the project. Indicated “Statewide” or “National” if applicable.</p> <p>3) Use the drop down lists to select the “Start Date” of the project. Use the drop down lists to select the “End Date” of the project.</p> <p>4) Use the drop down list to select the “Congressional District(s)” where the project will be located as well as the “Congressional Districts” that will be impacted by the project. To select multiple Districts hold down the control key on your keyboard while clicking on the Districts.</p> <p>5) Enter the amount of “Federal” funding you are requesting, the amount of “Applicant” Funding being supplied (if any), the amount of “State” Funding being received (if any), the amount of “Local” Funding being received (if any), the amount of funding from “Other” sources being received (if any), as well as any anticipated income from the program (if any) in the blocks provided.</p> <p>6) Click on “Save and Continue” when finished.</p>	 <p>The screenshot displays the 'Project Information' screen within the 'Application Handbook'. The header includes the NIH FY06 Office of Science and Technology Congressionally Directed Awards logo and a 'Switch to...' dropdown. The left sidebar contains navigation links: Overview, Applicant Information, Project Information (highlighted), Budget and Program Attachments, Assurances and Certifications, Review SF 424, and Submit Application. Below these are links for Help/Frequently Asked Questions, GMS Home, and Log Off.</p> <p>The main content area contains the following fields and steps:</p> <ul style="list-style-type: none"> 1: Descriptive Title of Applicant's Project (text input field) 2: Areas Affected by Project (text input field) 3: Proposed Project section with Start Date and End Date (dropdown menus) 4: Congressional Districts of Project (dropdown menu showing Congressional District 01, 02, 03, and 04, VA) 5: Estimated Funding table with rows for Federal, Applicant, State, Local, Other, Program Income, and TOTAL, each with a dollar amount input field. 6: Save and Continue button at the bottom.

GMS – Applicant Procedures

Applicant - Application Handbook Applicant Information (AP-9)

Description	Screen
<p>Applicant Information Screen: use this screen to enter information about the applicant.</p> <p>1) Check “Yes” if the applicant is delinquent on any federal debt. Categories of debt include delinquent audit allowances, loans, and taxes. Otherwise, check “No.”</p> <p>2) Review the following fields and make revisions if required: “Employer Identification Number, Type of Applicant, Type of Applicant (other) Organizational Unit, Legal Name, Address 1, Address 2, City, County/Parish, State, and ZIP.” See Job Aid AP-3 for descriptions of each field.</p> <p>3) Review the following fields. These fields should list the name and phone number of the person to be contacted on matters involving this application. This information is pre-populated from the registration information that was supplied when the user account was created. If there is a different point of contact then that listed in your profile you can make the necessary changes.</p> <p>4) Click “Save and Continue” when you have completed this screen.</p>	 <p>The screenshot displays the 'Applicant Information' screen within the 'Application Handbook'. The page title is 'NJ FY06 Office of Science and Technology Congressionally Directed Awards 2006 9/1/02 VA-U'. The left sidebar contains navigation links: Overview, Applicant Information (highlighted), Project Information, Budget and Program Attachments, Assurances and Certifications, Review SF 424, and Submit Application. Below these are links for Help/Frequently Asked Questions, GMS Home, and Log Off.</p> <p>The main content area is titled 'Applicant Information' and includes a verification instruction: 'Verify that the following information filled is correct and fill out any missing information. To save changes, click on the "Save and Continue" button.' The form fields are as follows:</p> <ul style="list-style-type: none"> *Is the applicant delinquent on any federal debt: Radio buttons for Yes (1) and No. *Employer Identification Number (EIN): 65 - 9876543 (2) *Type of Applicant: Municipal (dropdown) Type of Applicant (Other): *Organizational Unit: Grantsville Police Depa *Legal Name (Legal Jurisdiction Name): City of Grantsville *Vendor Address 1: 500 Elm Street *Vendor Address 2: Suite 1000 *Vendor City: Grantsville *Vendor County/Parish: *Vendor State: Virginia (dropdown) *Vendor ZIP: 22299 - 0101 (Need help for ZIP+4?) <p>A section titled 'Please provide contact information for matters involving this application' contains the following fields:</p> <ul style="list-style-type: none"> *Contact Prefix: Mr. (3) Contact Prefix (Other): *Contact First Name: Kevin Contact Middle Initial: *Contact Last Name: Cone Contact Suffix: Select a Suffix (dropdown) Contact Suffix (Other): *Contact Title: Special Projects Officer *Contact Address Line 1: 500 Elm Street Contact Address Line 2: Suite 1000 *Contact City: Grantsville Contact County: *Contact State: Virginia (dropdown) *Contact Zip Code: 22299 - 0101 (Need help for ZIP+4?) *Contact Phone Number: 703 555 1100 ext: 205 Contact Fax Number: 703 555 1101 *Contact E-mail Address: kevin.cone@cg.va.org <p>At the bottom of the form is a 'Save and Continue' button (4).</p>

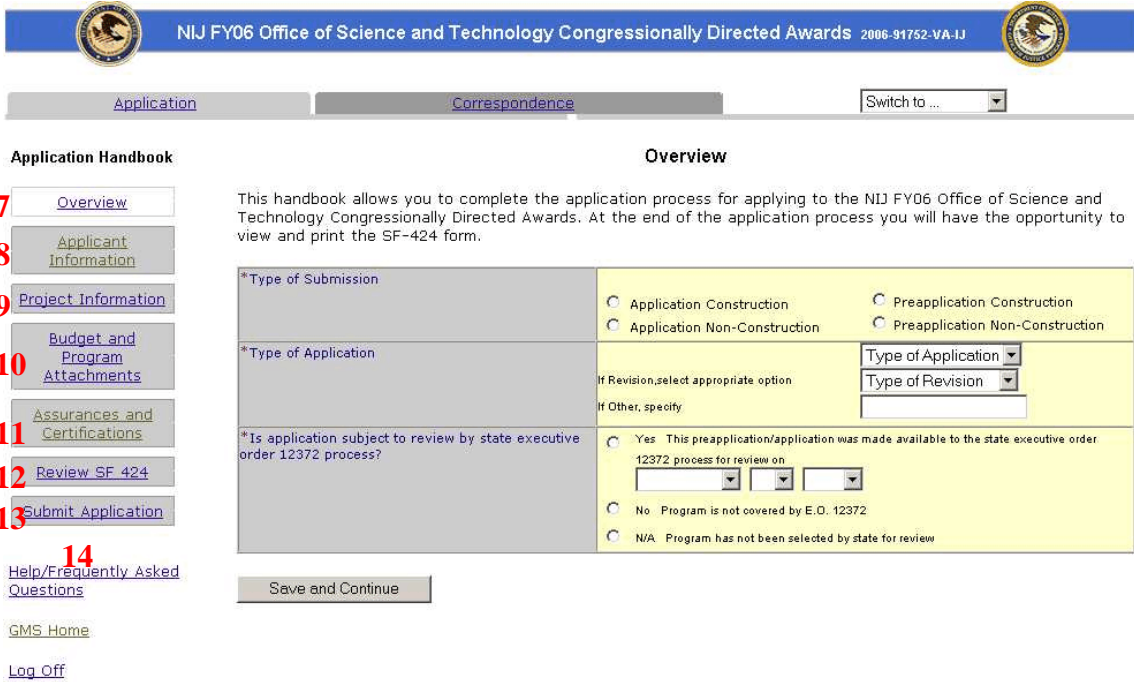
GMS – Applicant Procedures

Applicant - Application Handbook Overview (AP-8)

Description	Screen
<p>Application Handbook Overview: use this screen to enter initial information about your application.</p> <p>1) Check “Construction” if this application requests funding to be used entirely or partially for a “Construction” project. If not, check “Non-Construction.”</p> <p>2) Check “Construction” if this pre-application will request funding to be used entirely or partially for a “Construction” project. If this is another type of pre-application check “Non-Construction.”</p> <p>3) Use the drop down list to select the application type.</p> <p>4) Skip this field unless the “Type of Application” is a “Revision” grant. If the application is for a “Revision” grant use the drop down list to select the type of revision. If the revision is not for an award amount or a project duration change, select “Other” from the list.</p> <p>5) Skip this field unless “Other” is selected from the “Type of Revision” drop down menu. If “Other” is selected, enter the type of revision.</p> <p>6) Check “Yes” if the applicant is subject to review by the “State Executive Order 12372.” If you are subject to review, check “Yes” and use the drop down menu to select the date on which the application was made available to the state for review.</p> <p>7) Check “No” if the program is not covered by the “executive order 12372.” Check “N/A” if the program has not been selected for review.</p> <p>8) Click the “Save and Continue” button when you have completed making changes to this page.</p>	<p>NIJ FY06 Office of Science and Technology Congressionally Directed Awards 2006-91752-VA-IJ</p> <p>Application Handbook Overview</p> <p>This handbook allows you to complete the application process for applying to the NIJ FY06 Office of Science and Technology Congressionally Directed Awards. At the end of the application process you will have the opportunity to view and print the SF-424 form.</p> <p>*Type of Submission</p> <p>1 <input checked="" type="radio"/> Application Construction 2 <input type="radio"/> Preapplication Construction</p> <p><input type="radio"/> Application Non-Construction <input type="radio"/> Preapplication Non-Construction</p> <p>*Type of Application</p> <p>3 Type of Application</p> <p>4 Type of Revision</p> <p>If Revision, select appropriate option</p> <p>If Other, specify</p> <p>*Is application subject to review by state executive order 12372 process?</p> <p>6 <input checked="" type="radio"/> Yes This preapplication/application was made available to the state executive order 12372 process for review on</p> <p>7 <input type="radio"/> No Program is not covered by E.O. 12372</p> <p><input type="radio"/> N/A Program has not been selected by state for review</p> <p>8 Save and Continue</p> <p>Help/Frequently Asked Questions</p> <p>GMS Home</p> <p>Log Off</p>





GMS – Applicant Procedures

Applicant - Main Applicant Screen (AP-6)

Description	Screen
<p>Main Screen Introduction continued: use the tabs across the top of the screen to access information about the status of your application(s).</p> <p>7) Click “Overview” to begin the “Application Handbook.” Initial information about your application will be gathered. See Job Aid NIJ-09.</p> <p>8) Click “Applicant Information” to review or modify the contact information for your organization. See Job Aid AP-09.</p> <p>9) Click “Project Information” to input the project information (descriptive title of project, geographic areas affected by the project, project dates, all affected congressional districts & estimated funding amounts). See Job Aid AP-10.</p> <p>10) Click “Budget and Program Attachments” to attach the “Budget Detail Worksheet,” the “Budget Narrative,” and “Other Program Attachments.” See Job Aid AP-11.</p> <p>11) Click “Assurances & Certifications” to review the contact information for the Authorized Representative and to read and accept the assurances and certifications. See Job Aid AP-12.</p> <p>12) Click “Review SF 424” to review the entire application package. See Job Aid AP-13.</p>	 <p>13) Click “Submit Application” to review the status of the application and/or to submit the application. See Job Aid NIJ-14.</p> <p>14) Click here for additional help and to view Job Aids for the Grants Management System.</p>


GMS – Applicant Procedures

Applicant - Funding Opportunities (AP-6)

Description	Screen																				
<p>Funding Opportunities: utilize the following screens to search for funding opportunities for which you may be eligible to apply for. Click on “Funding Opportunities” at the upper left of the screen to begin.</p> <p>1) Select the “Bureau of Justice Assistance” to select the Project Safe Neighborhoods funding opportunities you wish to apply for. The system defaults to search all program offices.</p> <p>2) Select the “Program Name” that you want to search for by choosing “All.”</p> <p>3) Click on the “Search” button to begin the search according to the options you selected above.</p> <p>4) Searches can be done utilizing key words. Enter the keyword in the field entitled “Keyword Search” and click the “Search” button. Entering “Project Safe Neighborhoods” would also select the appropriate solicitation for you to apply for.</p> <p>5) Results for the Search conducted - Grant Name.</p> <p>6) “Apply Online” link starts the application process.</p> <p>7) “Registration Deadline” with be the latest date and time a new application can be started in the system.</p> <p>8) “Application Deadline” is the latest date and time that a application can be submitted in the system.</p>	<div><div><div><div>Grant Management System Home</div></div><div><div>Applications</div><div>Awards</div><div>Funding Opportunities</div><div>Reports</div><div>Profile</div><div>Change Password</div><div>Log Off</div></div><div>Help/Frequently Asked Questions</div></div><div><div><div><div><div>Funding Opportunities</div><div>Office of Justice Programs has many other funding opportunities that you may be eligible for. Search for available solicitations by choosing from the following criteria. Press the Ctrl button on your keyboard to select multiple selections from the Program Office and Program Name Menu boxes.</div><div><div>1</div><div>Program Office</div><div>All</div><div>Bureau of Justice Assistance</div><div>Bureau of Justice Statistics</div></div><div><div>2</div><div>Program Name</div><div>All</div><div>2004 State Justice Statistics Program (SAC)</div><div>2005 Special Data Collections and Statistical Studies</div></div><div><div>3</div><div>Search</div></div></div><div><div>You may also search by keyword for funding opportunities.</div><div><div><div>4</div><div>Keyword Search</div><div></div><div>Search</div></div></div></div></div><div><div><div><div>Grant Management System Home</div></div><div><div>Applications</div><div>Awards</div><div>Funding Opportunities</div><div>Grant Adjustments</div><div>Reports</div><div>Profile</div><div>Change Password</div><div>Log Off</div></div><div>Help/Frequently Asked Questions</div></div><div><div><div><div><div><div>Search Criteria</div><div><div>Program Office:</div><div>National Institute of Justice</div></div><div><div>Solicitation Name:</div><div>All</div></div><div><div>Keyword:</div><div>None</div></div><div><div>[Change Search]</div></div></div></div><div><div>3 Solicitation(s) found.</div></div><div><table><tr><th>National Institute of Justice</th><th>Action</th><th>Release Date</th><th>Registration Deadline</th><th>Application Deadline</th></tr><tr><td>NIJ/Office of Science and Technology Continuations</td><td><div><div>5</div><div><div>6</div><div>Apply online</div></div></div></td><td>10/17/2005 12:00 AM EDT</td><td><div><div>7</div><div>05/31/2006 8:00 PM EDT</div></div></td><td><div><div>8</div><div>05/31/2006 8:00 PM EDT</div></div></td></tr><tr><td>NIJ FY06 Office of Science and Technology Congressionally Directed Awards</td><td><div><div>Apply online</div></div></td><td>10/17/2005 12:00 AM EDT</td><td>03/31/2006 8:00 PM EST</td><td>03/31/2006 8:00 PM EST</td></tr><tr><td>NIJ FY06 ORE Continuations</td><td><div><div>Apply online</div></div></td><td>11/29/2005 12:00 PM EST</td><td>05/01/2006 7:00 PM EDT</td><td>05/01/2006 7:00 PM EDT</td></tr></table></div></div></div></div></div></div></div></div>	National Institute of Justice	Action	Release Date	Registration Deadline	Application Deadline	NIJ/Office of Science and Technology Continuations	<div><div>5</div><div><div>6</div><div>Apply online</div></div></div>	10/17/2005 12:00 AM EDT	<div><div>7</div><div>05/31/2006 8:00 PM EDT</div></div>	<div><div>8</div><div>05/31/2006 8:00 PM EDT</div></div>	NIJ FY06 Office of Science and Technology Congressionally Directed Awards	<div><div>Apply online</div></div>	10/17/2005 12:00 AM EDT	03/31/2006 8:00 PM EST	03/31/2006 8:00 PM EST	NIJ FY06 ORE Continuations	<div><div>Apply online</div></div>	11/29/2005 12:00 PM EST	05/01/2006 7:00 PM EDT	05/01/2006 7:00 PM EDT
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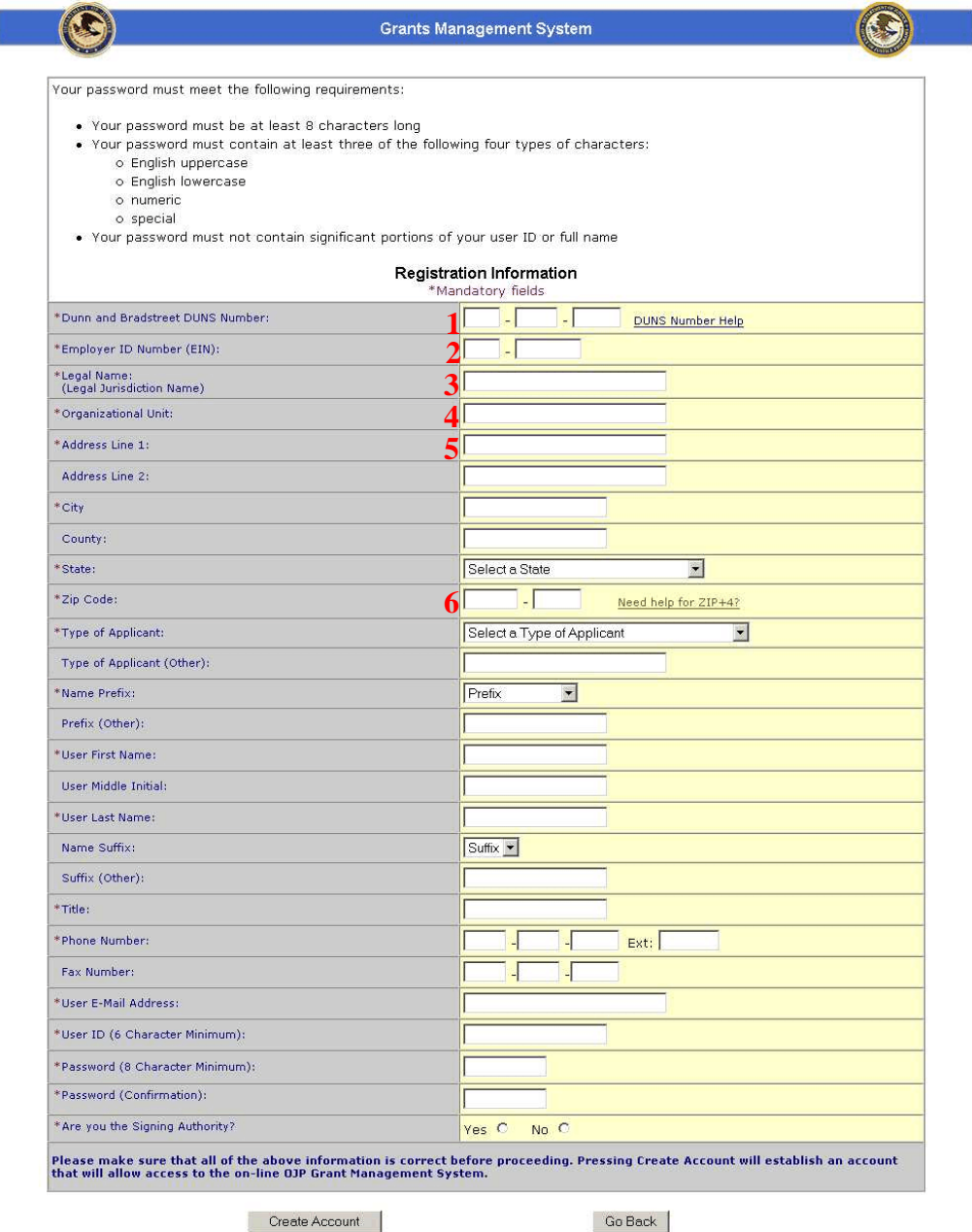
GMS – Applicant Procedures

Applicant - First Time Applicant Sign In (AP-4)

Description	Screen
<p>Applicant Sign In: use this page to sign in after you have entered the registration information.</p> <p>1) Enter your “User ID” in the field marked “User ID.” In this example, the “User ID” is “Grantsville.” Remember that the “User ID” is case sensitive. For example, if you type in “grantsville” you will receive an error message.</p> <p>2) Enter your “Password” in the field marked “Password.” This is the same “Password” you selected earlier, as referenced in Job Aid AP-3. Remember that the “Password” is case sensitive.</p> <p>3) Click “Sign In” to access your account. You can now begin the process of applying for an OJP grant. Your “User ID” and “Password” are immediately active on the system. You can fill out your application completely; <u>however</u>, you may not submit your application to the Program Office until the Program Office has approved your “User ID” and “Password” for use in the system.</p>	

GMS – Applicant Procedures

Applicant - First Time User Registration Information (AP-3)

Description	Screen
<p>First Time User Registration Information: use this page to create a user profile and open an account in the Grants Management System.</p> <p>1) Enter the applicants Dunn and Bradstreet DUNS number, this can be obtained at http://www.dunandbradstreet.com</p> <p>2) Enter the applicant’s “Employer ID Number (EIN).” Each employer received an “EIN” from the Internal Revenue Service. Your organization should provide you with the “EIN.” Generally, this number can be obtained from your organization’s accountant or comptroller.</p> <p>3) Enter the “Legal Name” of your organization. The “Legal Name” is the name of the parent organization. For example, if you work for the City of Seattle in the Human Services Division, your “Legal Name” would be the City of Seattle. This will be the name used to generate an award document.</p> <p>4) Enter the “Organizational Unit.” The “Organizational Unit” is a subset of the “Legal Name.” For example, if you work for the City of Seattle in the Human Services Division, your “Organizational Unit” is the Human Services Division.</p> <p>5) Enter the “Address” to where official correspondence and notification should be sent. This will be the address of record. This address should be the business address of the authorized signing authority for your grant. Then enter the “City” and use the drop down list to select the “State.”</p> <p>6) Enter the “Zip Code.” You must enter the full 9 digit zip code. Enter the normal 5 digit zip code in the first field and the last 4 digits in the second field. If you do not know your full 9 digit zip code click on the link “Need help for Zip+4?”</p>	 <p>The screenshot displays the 'Grants Management System' header with the title 'Registration Information'. Below the header, a list of password requirements is provided. The main form area contains various input fields, many of which are marked with red numbers 1 through 6, corresponding to the steps in the description. Field 1 is the DUNS Number, Field 2 is the Employer ID Number, Field 3 is the Legal Name, Field 4 is the Organizational Unit, Field 5 is the Address Line 1, and Field 6 is the Zip Code. A link 'Need help for ZIP+4?' is located next to the Zip Code field. The form also includes fields for City, State (a dropdown menu), County, Type of Applicant (a dropdown menu), Name Prefix (a dropdown menu), User First Name, User Middle Initial, User Last Name, Name Suffix (a dropdown menu), Title, Phone Number, Fax Number, User E-Mail Address, User ID (6 Character Minimum), Password (8 Character Minimum), Password (Confirmation), and a checkbox for 'Are you the Signing Authority?'. At the bottom of the form, there is a disclaimer: 'Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.' Below the disclaimer are two buttons: 'Create Account' and 'Go Back'.</p>

First Time User Registration Information continued:

7) Use the drop down list and select the **“Type of Applicant.”** If the drop down list does not have an adequate description of your organization, select **“Other.”** (Note: If you select other you will be required to enter a description for type of other.)



8) Use the drop down list to select the **“Prefix”** to be used before your name (i.e., Dr., Mrs., etc.). If the appropriate **“Prefix”** is not listed, select **“Other.”** If **“Other”** is selected, type in your preferred prefix in the **“Prefix: (Other)”** field. If you did not choose **“Other”** skip

9) Enter your first name. Then enter your middle initial. Do not put a period after your initial. Then enter your last name in the next field. Then, enter your job title in the **“Title”** field.

10) Enter your **“Phone Number”** phone number, beginning with your area code. Enter your phone extension if appropriate. If you have a fax number, then please enter it in the next field. Next, enter the **“User E-Mail Address.”**

11) Create and enter a **“User ID.”** This ID must be a minimum of 6 characters and must not begin with a number. You will use this ID to access the system. The **“User ID”** is case sensitive.

12) Create and enter a **“Password.”** The password must be a minimum of 8 characters and must not begin with a number. To confirm your password, type the password again in the **“Password (confirmation)”** field. Keep records of your **“User ID”** and **“Password”** and remember that they are case sensitive.


Grants Management System


Your password must meet the following requirements:

- Your password must be at least 8 characters long
- Your password must contain at least three of the following four types of characters:
 - English uppercase
 - English lowercase
 - numeric
 - special
- Your password must not contain significant portions of your user ID or full name

Registration Information

*Mandatory fields

*Dunn and Bradstreet DUNS Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> DUNS Number Help
*Employer ID Number (EIN):	<input type="text"/> - <input type="text"/>
*Legal Name: (Legal Jurisdiction Name)	<input type="text"/>
*Organizational Unit:	<input type="text"/>
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/>
County:	<input type="text"/>
*State:	Select a State <input type="text"/>
*Zip Code:	<input type="text"/> - <input type="text"/> Need help for ZIP+4?
*Type of Applicant:	7 Select a Type of Applicant <input type="text"/>
Type of Applicant (Other):	<input type="text"/>
*Name Prefix:	8 Prefix <input type="text"/>
Prefix (Other):	<input type="text"/>
*User First Name:	9 <input type="text"/>
User Middle Initial:	<input type="text"/>
*User Last Name:	<input type="text"/>
Name Suffix:	Suffix <input type="text"/>
Suffix (Other):	<input type="text"/>
*Title:	<input type="text"/>
*Phone Number:	10 <input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
Fax Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*User E-Mail Address:	<input type="text"/>
*User ID (6 Character Minimum):	11 <input type="text"/>
*Password (8 Character Minimum):	12 <input type="text"/>
*Password (Confirmation):	<input type="text"/>
*Are you the Signing Authority?	Yes <input type="radio"/> No <input type="radio"/>

Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.

Create Account
Go Back

First Time User Registration Information continued:

13) Check **“Yes”** if you are the Signing Authority. The Signing Authority is the Authorized Representative of your organization who is empowered to receive funds on behalf of the organization. In addition, the Authorized Representative must be legally authorized to enter into agreements on the organization’s behalf. Check **“No”** if you are not the Signing Authority. If you check **“No,”** a new window will appear titled **“Authorized Representative Information.”** Enter the name and contact information for the Authorized Representative in this window. If you check **“Yes,”** a new window titled **“Alternate Contact Information”** will appear asking you for contact information for a person to contact if you are not available. This person will be the alternate point of contact for the application.

14) Click **“Create”** once you have filled in the contact information. After clicking **“Create,”** a new window will appear stating that **“Your information has been saved.”** If you want to check or change this information, click **“Go Back.”** Otherwise, click **“Close Window”** and you will return to the original **“Registration Information”** page.

15) Click **“Create Account”** if you are satisfied with the information you have entered and wish to continue. Click **“Go Back”** if you wish to delete all of the information you have entered and return to the original **“Registration Information”** page without saving your work from this window.

*User First Name & Middle Initial (if any):	<input type="text"/>
*User Last Name:	<input type="text"/>
Name Suffix:	Suffix <input type="text"/>
Suffix:(Other)	<input type="text"/>
* Title:	<input type="text"/>
* Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
Fax Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
* User E-Mail Address:	<input type="text"/>
* User ID (min. 6 characters):	<input type="text"/>
*Password (min. 8 characters):	<input type="password"/>
*Password (confirmation):	<input type="password"/>
* Are you the Signing Authority?	13 Yes <input type="radio"/> No <input type="radio"/>

Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.

Create Account

15

Go Back

15

Alternate Contact Information - Netscape

File Edit View Go Communicator Help

Alternate Contact Information

*Mandatory fields:

* Name Prefix: Prefix

Prefix:(Other)

*User First Name & Middle Initial (if any):

* User Last Name:

Name Suffix: Suffix

Suffix:(Other)

* Title: Title

Title:(Other)

*Phone Number: - - Ext:

Fax Number: - -

* User E-Mail Address:

Please make sure all values are correct before proceeding.

Create **14** Go Back **14**

Authorized Representative Information - Netscape

File Edit View Go Communicator Help

Authorized Representative Information

*Mandatory fields:

* Name Prefix: Prefix

Prefix:(Other)

*User First Name & Middle Initial (if any):

* User Last Name:

Name Suffix: Suffix

Suffix:(Other)

* Title: Title

Title:(Other)

*Phone Number: - - Ext:

Fax Number: - -

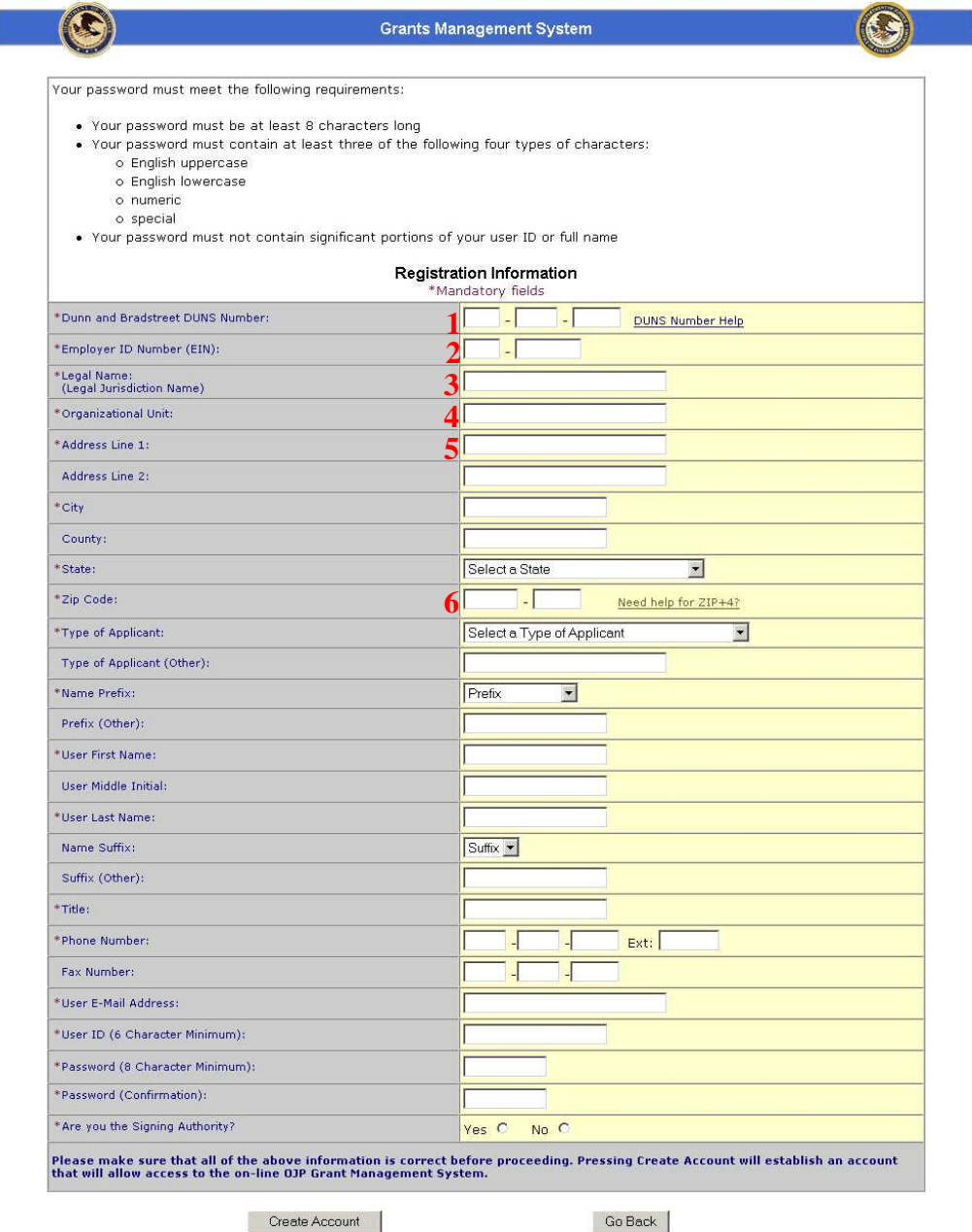
* User E-Mail Address:

Please make sure all values are correct before proceeding.

Create **14** Go Back **14**

GMS – Applicant Procedures

Applicant - First Time User Registration Information (AP-3)

Description	Screen
<p>First Time User Registration Information: use this page to create a user profile and open an account in the Grants Management System.</p> <p>1) Enter the applicants Dunn and Bradstreet DUNS number, this can be obtained at http://www.dunandbradstreet.com</p> <p>2) Enter the applicant's "Employer ID Number (EIN)." Each employer received an "EIN" from the Internal Revenue Service. Your organization should provide you with the "EIN." Generally, this number can be obtained from your organization's accountant or comptroller.</p> <p>3) Enter the "Legal Name" of your organization. The "Legal Name" is the name of the parent organization. For example, if you work for the City of Seattle in the Human Services Division, your "Legal Name" would be the City of Seattle. This will be the name used to generate an award document.</p> <p>4) Enter the "Organizational Unit." The "Organizational Unit" is a subset of the "Legal Name." For example, if you work for the City of Seattle in the Human Services Division, your "Organizational Unit" is the Human Services Division.</p> <p>5) Enter the "Address" to where official correspondence and notification should be sent. This will be the address of record. This address should be the business address of the authorized signing authority for your grant. Then enter the "City" and use the drop down list to select the "State."</p> <p>6) Enter the "Zip Code." You must enter the full 9 digit zip code. Enter the normal 5 digit zip code in the first field and the last 4 digits in the second field. If you do not know your full 9 digit zip code click on the link "Need help for Zip+4?"</p>	 <p>The screenshot displays the 'Grants Management System' header with the Washington state seal. Below is a section for password requirements: 'Your password must meet the following requirements:' followed by a bulleted list: 'Your password must be at least 8 characters long', 'Your password must contain at least three of the following four types of characters: English uppercase, English lowercase, numeric, special', and 'Your password must not contain significant portions of your user ID or full name'. The main form is titled 'Registration Information' with a note '*Mandatory fields'. It contains the following fields: '*Dunn and Bradstreet DUNS Number:' (with a red '1' and a 'DUNS Number Help' link), '*Employer ID Number (EIN):' (with a red '2'), '*Legal Name: (Legal Jurisdiction Name)' (with a red '3'), '*Organizational Unit:' (with a red '4'), '*Address Line 1:' (with a red '5'), 'Address Line 2:', '*City:', 'County:', '*State:' (a dropdown menu), '*Zip Code:' (with a red '6' and a 'Need help for ZIP+4?' link), '*Type of Applicant:' (a dropdown menu), 'Type of Applicant (Other):', '*Name Prefix:' (a dropdown menu), 'Prefix (Other):', '*User First Name:', 'User Middle Initial:', '*User Last Name:', 'Name Suffix:' (a dropdown menu), 'Suffix (Other):', '*Title:', '*Phone Number:' (with an 'Ext:' field), 'Fax Number:', '*User E-Mail Address:', '*User ID (6 Character Minimum):', '*Password (8 Character Minimum):', '*Password (Confirmation):', and '*Are you the Signing Authority?' (Yes/No radio buttons). At the bottom, a blue box states: 'Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.' Below this are 'Create Account' and 'Go Back' buttons.</p>

First Time User Registration Information continued:

7) Use the drop down list and select the **“Type of Applicant.”** If the drop down list does not have an adequate description of your organization, select **“Other.”** (Note: If you select other you will be required to enter a description for type of other.)



8) Use the drop down list to select the **“Prefix”** to be used before your name (i.e., Dr., Mrs., etc.). If the appropriate **“Prefix”** is not listed, select **“Other.”** If **“Other”** is selected, type in your preferred prefix in the **“Prefix: (Other)”** field. If you did not choose **“Other”** skip

9) Enter your first name. Then enter your middle initial. Do not put a period after your initial. Then enter your last name in the next field. Then, enter your job title in the **“Title”** field.

10) Enter your **“Phone Number”** phone number, beginning with your area code. Enter your phone extension if appropriate. If you have a fax number, then please enter it in the next field. Next, enter the **“User E-Mail Address.”**

11) Create and enter a **“User ID.”** This ID must be a minimum of 6 characters and must not begin with a number. You will use this ID to access the system. The **“User ID”** is case sensitive.

12) Create and enter a **“Password.”** The password must be a minimum of 8 characters and must not begin with a number. To confirm your password, type the password again in the **“Password (confirmation)”** field. Keep records of your **“User ID”** and **“Password”** and remember that they are case sensitive.



Grants Management System

Your password must meet the following requirements:

- Your password must be at least 8 characters long
- Your password must contain at least three of the following four types of characters:
 - English uppercase
 - English lowercase
 - numeric
 - special
- Your password must not contain significant portions of your user ID or full name

Registration Information

*Mandatory fields

*Dunn and Bradstreet DUNS Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>	DUNS Number Help
*Employer ID Number (EIN):	<input type="text"/> - <input type="text"/>	
*Legal Name: (Legal Jurisdiction Name)	<input type="text"/>	
*Organizational Unit:	<input type="text"/>	
*Address Line 1:	<input type="text"/>	
Address Line 2:	<input type="text"/>	
*City:	<input type="text"/>	
County:	<input type="text"/>	
*State:	Select a State <input type="button" value="v"/>	
*Zip Code:	<input type="text"/> - <input type="text"/>	Need help for ZIP+4?
*Type of Applicant:	7 Select a Type of Applicant <input type="button" value="v"/>	
Type of Applicant (Other):	<input type="text"/>	
*Name Prefix:	8 Prefix <input type="button" value="v"/>	
Prefix (Other):	<input type="text"/>	
*User First Name:	9 <input type="text"/>	
User Middle Initial:	<input type="text"/>	
*User Last Name:	<input type="text"/>	
Name Suffix:	Suffix <input type="button" value="v"/>	
Suffix (Other):	<input type="text"/>	
*Title:	<input type="text"/>	
*Phone Number:	10 <input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>	
Fax Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>	
*User E-Mail Address:	<input type="text"/>	
*User ID (6 Character Minimum):	11 <input type="text"/>	
*Password (8 Character Minimum):	12 <input type="text"/>	
*Password (Confirmation):	<input type="text"/>	
*Are you the Signing Authority?	Yes <input type="radio"/> No <input type="radio"/>	

Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.

Create Account

Go Back

First Time User Registration Information continued:

13) Check **“Yes”** if you are the Signing Authority. The Signing Authority is the Authorized Representative of your organization who is empowered to receive funds on behalf of the organization. In addition, the Authorized Representative must be legally authorized to enter into agreements on the organization’s behalf. Check **“No”** if you are not the Signing Authority. If you check **“No,”** a new window will appear titled **“Authorized Representative Information.”** Enter the name and contact information for the Authorized Representative in this window. If you check **“Yes,”** a new window titled **“Alternate Contact Information”** will appear asking you for contact information for a person to contact if you are not available. This person will be the alternate point of contact for the application.

14) Click **“Create”** once you have filled in the contact information. After clicking **“Create,”** a new window will appear stating that **“Your information has been saved.”** If you want to check or change this information, click **“Go Back.”** Otherwise, click **“Close Window”** and you will return to the original **“Registration Information”** page.

15) Click **“Create Account”** if you are satisfied with the information you have entered and wish to continue. Click **“Go Back”** if you wish to delete all of the information you have entered and return to the original **“Registration Information”** page without saving your work from this window.

*User First Name & Middle Initial (if any):	<input type="text"/>
*User Last Name:	<input type="text"/>
Name Suffix:	Suffix ▾
Suffix:(Other)	<input type="text"/>
* Title:	<input type="text"/>
* Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext.: <input type="text"/>
Fax Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
* User E-Mail Address:	<input type="text"/>
* User ID (min. 6 characters):	<input type="text"/>
*Password (min. 8 characters):	<input type="password"/>
*Password (confirmation):	<input type="password"/>
* Are you the Signing Authority?	13 Yes <input type="radio"/> No <input type="radio"/>
Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.	

Create Account

15

Go Back

15

Alternate Contact Information - Netscape

File Edit View Go Communicator Help

Alternate Contact Information

*Mandatory fields:

* Name Prefix: Prefix ▾

Prefix:(Other)

*User First Name & Middle Initial (if any):

* User Last Name:

Name Suffix: Suffix ▾

Suffix:(Other)

* Title: Title ▾

Title:(Other)

*Phone Number: - - Ext.:

Fax Number: - -

* User E-Mail Address:

Please make sure all values are correct before proceeding.

Create **14** Go Back **14**

Authorized Representative Information - Netscape

File Edit View Go Communicator Help

Authorized Representative Information

*Mandatory fields:

* Name Prefix: Prefix ▾

Prefix:(Other)

*User First Name & Middle Initial (if any):

* User Last Name:

Name Suffix: Suffix ▾

Suffix:(Other)

* Title: Title ▾

Title:(Other)

*Phone Number: - - Ext.:

Fax Number: - -


* User E-Mail Address:

Please make sure all values are correct before proceeding.

Create **14** Go Back **14**

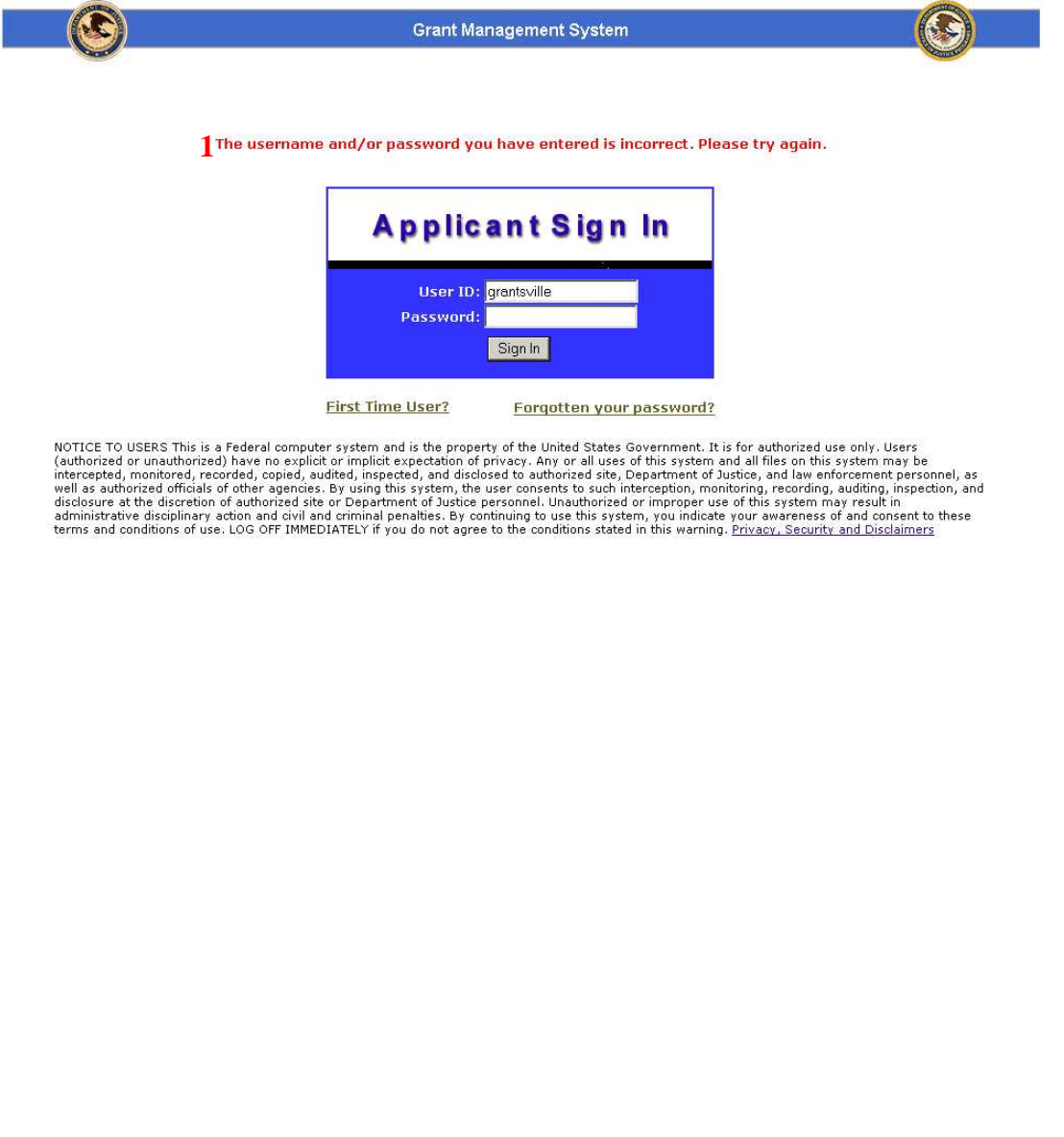
GMS – Applicant Procedures

Applicant - Sign In Screen (AP-2)

Description	Screen
<p>Applicant Sign In page: use this screen to sign in to GMS if you are a returning user or use this screen to begin the process of applying for access to the system.</p> <ol style="list-style-type: none"> 1) Enter your “User ID.” The “User ID” is case sensitive. 2) Enter your “Password.” The “Password” is case sensitive. 3) Click on “Sign In” after entering your “User ID” and “Password.” 4) Click on the “First Time User” link if you are a first time user. This link will help you create an account for the GMS system. You will also create a “User ID” and “Password.” 5) Click on “Forgotten your password” to retrieve a lost password. Or, call the GMS Hotline at 1-888-549-9901 option 5 to create a new password. See Job Aid AP-20 for additional information. 	 <p style="font-size: small;">NOTICE TO USERS This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Justice, and law enforcement personnel, as well as authorized officials of other agencies. By using this system, the user consents to such interception, monitoring, recording, auditing, inspection, and disclosure at the discretion of authorized site or Department of Justice personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning. Privacy, Security and Disclaimers</p>

GMS – Applicant Procedures

Applicant - Sign In Error Messages (AP-21)

Description	Screen
<p>Sign In Error Message Screen: use this screen to correct errors received at login.</p> <p>1) Read the error statement that appears due to an Invalid Login Attempt. <u>Remember that the “User ID” and “Password” are case sensitive.</u> If the error still persists after entering the correct “User ID” and “Password,” please contact the Help Desk at 1-888-549-9901 and choose Option 3 or send an email to GMS.Helpdesk@usdoj.gov.</p> <p>* Remember to record your new password for your records. Also remember that the password is case sensitive.</p>	 <p>1 The username and/or password you have entered is incorrect. Please try again.</p> <p>Applicant Sign In</p> <p>User ID: grantsville</p> <p>Password: </p> <p>Sign In</p> <p>First Time User? Forgotten your password?</p> <p><small>NOTICE TO USERS This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Justice, and law enforcement personnel, as well as authorized officials of other agencies. By using this system, the user consents to such interception, monitoring, recording, auditing, inspection, and disclosure at the discretion of authorized site or Department of Justice personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning. Privacy, Security and Disclaimers</small></p>